

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
Participation Components

Supersedes: TANF 701-3 (07/01/06); TB-24 (8/21/06); TB-28 (10/19/06); TB-29 (10/13/06); TANF 702-1;

► **References:** 45 CFR 261.30 - .36 & .70; ARM 37.78.102, .206, .216, .801, .806, .807, .810, .811, and .826; House Bill 555; Deficit Reduction Act of 2005;

GENERAL RULE--Certain individuals who are included in the assistance unit must negotiate, sign, and comply with a Family Investment Agreement and WoRC Employability Plan (FIA/EP) as a condition of eligibility for TANF cash assistance. **See TANF 701-1 for the policy on who must have a FIA/EP.** On the FIA/EP, the individual will be referred to either the WoRC program or Tribal NEW for on going case management.

► **NOTE:** In addition to being referred to either the WoRC program or Tribal NEW, TANF participants are required to accept and maintain employment (MAE component code). Failure to do so, without good cause, results in a sanction (TANF 702-2 702-3 and 1509-1).

BLOCKING OF HOURS A first partial month referral to WoRC or NEW must be "blocked" (i.e., the Start is the date of referral and the End date is the last day of the application month). Starting with the first full month of participation, the Start date is the first day of the month and the End date is 999999.

► **ACCEPT AND MAINTAIN EMPLOYMENT** (EMPL Component code: 'MAE')—This component code displays on the FIA/EP of every individual required to have a FIA/EP. This component indicates the participant agrees to accept and/or maintain employment while receiving TANF cash assistance.

HOURS NOT COMPLETED (EMPL Component code: 'HNC')--Should be used for the initial month of assistance for the time period between the first of the month and the date of application. This will enable the Eligibility Case Manager to input the minimum monthly hours requirement in the initial month by entering hours for the time period in which the participant is **not required to participate**.

1. The HNC component code may only be used to enter hours between the first day of the application month and the application date.

► **NOTE:** If the application date is late in the month, but the participant will be referred to WoRC and expected to participate in some hours of work activities, full hours

should NOT be attributed to the HNC component. This will allow the WoRC Case Manager to assign participation hours.

2. The HNC component can only be used on EMPL by the Eligibility Case Manager and only in an initial month. The start date must be the first of the month and the end date must be less than or equal to the application date.
3. TEAMS has been programmed to prevent the entry of excessive negotiated hours for the HNC component as follows:

Application Date	Maximum Hours One-Parent	Maximum Hours Two-Parent
1st thru 7 th	33	38
8th thru 14 th	66	76
15th thru 21 st	99	114
22nd thru 30 th	132	152

WORK READINESS ACTIVITY (WoRC)

(EMPL component code: 'WRC')--This component is a referral to the Work Readiness Component (WoRC) Case Manager.

NOTE: The WoRC program in the service county will be responsible for case management when the case is being maintained by an OPA other than the participant's county of residence.

The WoRC Case Manager provides case management services for the activities of the participants. The Eligibility Case Manager and the WoRC Case Manager coordinate their efforts to best serve participants.

WoRC referrals occur via electronic transfer through the TEAMS computer system by using the 'WRC' component code on the EMPL screen.

TRIBAL NATIVE EMPLOYMENT WORKS (NEW)

(EMPL component code: 'NEW')--Participants who are enrolled tribal members residing on the reservation will be referred to NEW in accordance with agreements in place in that county. Participants must be informed and understand that they could also be referred to the WoRC program. Once an option is chosen, the participant needs to sign the Request to Participate form (HCS-778).

EMPLOYMENT AND TRAINING

The focus of employment and training activities is to assist the family in becoming self-supporting through immediate employment opportunities

ACTIVITIES

or finding alternatives to public assistance.

**COMPONENTS
COUNTED
TOWARD
PARTICIPATION**



There are a limited number of components available to meet the Federal TANF participation requirements. Below are the allowed components. Components are designated as either primary or secondary.

1. **Primary** components must account for **at least** 23 hours per week for each adult in a single parent household or 33 hours per week for each adult in a two parent household.
2. **Secondary** components can be scheduled for the hours above the primary components. For single parent households, the countable hours are 10 hours per week. For two parent households, the countable hours are 5 hours per week for each adult.

EMPLOYMENT

(Component code: 'EMP')--Employment is considered a **primary** component. The employment component includes part-time or full-time paid work and self employment. If a participant is engaged in **any** paid employment, the hours must be counted.



NOTE: During the first month of self-employment start up (no income) hours associated with the self-employment are coded JBS. After the first month of self-employment start up, the number of participation hours allowed is the net income (gross income minus allowable business expenses) divided by federal minimum wage.

**► WORK
EXPERIENCE**

(Component code: 'WEX')--Work Experience is considered a **primary** component. The work experience component is limited to WEX placement.

A WEX placement is a formal job site experience and training, established to develop or enhance the participant's basic work habits and/or improve specific work skills. WEX placement has a formal signed agreement between the WoRC program and the sponsor (employer). Worker's Compensation is covered by the State. A WEX placement is designed to:

1. enhance, expand, and improve the participant's training history;
2. provide meaningful on-site training for those participants with little or no work history;
3. provide an avenue for participants to earn a current performance recommendation; and
4. provide participants with the skills to balance demands of home and out of home schedules.

On-site training assignments will not exceed 8 hours/day or 40 hours/week. Sites may include the private, public or governmental sector.

Background Checks: Participants are subject to a background check when a WEX placement involves a site where children, the disabled or the elderly are present and interaction with these individuals is part of the participants' duties. Out of state participants may be subject to providing their fingerprints to verify background. A cooperative agreement has been set up with the Attorney General's office as to the procedure and parameters that must be met.

Worker Displacement: There must be NO displacement of existing workers to allow the employer to accept a TANF cash assistance participant (trainee) nor can the employer derive any immediate advantage from the trainee's participation. Non displacement must be established in WEX sites or Internship sites prior to placement. However, an adult participant may fill a vacant position in order to engage in a work activity such as a position needed to meet new production demands, filling temporary needs, opening new businesses, successor ownership of a business, etc. There must be NO intentional lay offs or termination of workers to create a position.

Sites will not be approved for participation if any one of the following situations exists:

1. When any other individual is on layoff from the same or any substantially equivalent job; or
2. The employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created; or
3. The site is in a strike or pre-strike status; or
4. This placement will violate an existing contract for services or a collective bargaining agreement, and will violate a collective bargaining agreement without written concurrence of the labor organization.

Grievance Procedure: A grievance procedure to resolve complaints of alleged violations of the displacement rule will be available to current employees of a work site who believe a work placement violated the displacement rule.

Workers' Compensation: Participants in a WEX site are offered Worker's Compensation coverage. Premiums and benefits are based upon the wage that a probationary employee is paid for work of a similar nature at the assigned work site.

► **JOB SEARCH
JOB READINESS
ACTIVITIES**

(Component code: 'JBS')--Job search /Job Readiness assistance is considered a **primary** component. Job search/Job Readiness assistance includes but is not limited to:

1. completing and submitting job applications;
2. completing resumes or master applications;
3. life skills training classes; and
4. substance abuse treatment, mental health treatment or rehabilitation activities for those who are otherwise employable.

NOTE: Job search **cannot exceed** twelve weeks in a federal fiscal year and cannot be scheduled for more than four consecutive weeks. The federal fiscal year is October through September.

► **VOCATIONAL
EDUCATIONAL
TRAINING**

(Component code: 'STT')--Vocational educational training is considered a **primary** component and includes any organized education or training beyond a high school degree that leads to a certificate or degree. Vocational and post secondary education up to an Associate's Degree provides the participant with additional skills, proficiencies, and technical ability that solidifies his/her job readiness into an emerging occupation.

A participant cannot be given credit for more than 12-months in a lifetime of participation in vocational educational training starting with January 1, 2004.

NOTE: Education leading to a baccalaureate or advanced degree is not an allowable activity.

► **COMMUNITY
SERVICE**

(Component code: 'CSP')-- Community service is considered a **primary** component. Community service includes any hours the participant volunteers in a recognized volunteer position in public or nonprofit organizations that is a direct benefit to the community.

Volunteering is an opportunity for the participant to share their experiences, wisdom, skills, or in general make a significant and purposeful contribution to his/her community.

Expected outcomes may include career contacts or knowledge of work place culture.

This position is typically with a non-profit organization or a for-profit business that provides service for the public good. This is generally a

short term activity with few hours assigned, and may be used to fulfill hour requirements if either EMP or WEX does not meet the needed total for primary activities.

The participant is responsible for locating and making arrangements with the volunteer site. The participant establishes the days, hours, tasks, etc. Some participation hours can be authorized in one month to allow the participant to make arrangements with the volunteer site. The actual hours of volunteer work must be verified on a weekly time sheet by an individual connected with the organization.

► **JOB SKILLS
TRAINING
DIRECTLY
RELATED TO
EMPLOYMENT**

(Component code: 'JST')--Job skills training directly related to employment is considered a **secondary** component. Job skills training directly related to employment may include but is not limited to:

1. computer classes needed for a specific occupation or employment;
2. customized training to meet the needs of a specific employer; and
3. language or literacy instruction which is focused on skills needed for employment.

**EDUCATIONAL
ACTIVITIES
FOR INDIVIDUALS
WITHOUT A HS
DIPLOMA OR GED**

(Component code: 'ABE' for individuals age 20 or over and 'HSE' for individuals under age 20). "Education Directly Related to Employment" and "Satisfactory Attendance at a Secondary School or in a Course of Study leading to a GED" is allowed only for individuals who do not have a high school diploma or GED. It is considered:

a **primary** component for individuals who are under age 20.

a **secondary** component for individuals who are 20 years or older.

Examples of educational activities include but are not limited to:

1. GED class time;
2. basic and remedial education to provide participant with brush up skills as needed for employment;
3. English proficiency for participants unable to understand, read, speak, or write well enough to allow employment commensurate with participant's employment goal;
4. attending high school or alternative high school; and
5. attending GED preparation courses.

NOTE: Unmarried teen parents without a diploma or GED must participate in educational activities directed toward the attainment of a high school diploma or GED **or** an alternative educational or training program that has been approved by the State.



NOTE: Unsupervised study time is not an allowable activity.

**► NOT
PARTICIPATING/
INCAPACITATED**

(Component code: 'NPI')--Not Participating Incapacitated is to be used when an individual meets the criteria to be considered totally temporarily incapacitated and unable to participate in any employment and training activities as defined above. This component is limited as follows:

1. Must be supported by a physician's statement of inability to work or perform activities;
2. Must be approved by a WoRC Monitor;
3. Must be reviewed at increments specified by the physician or at least quarterly by supervisor and monitor; and
4. May not be used on extended benefit cases.

The participant is required to maintain bi-weekly contact with the WoRC Case Manager.

**► EXTENDED
BENEFITS/
INCAPACITATED**

(Component code: 'EBI')--Extended Benefits/Incapacitated is to be used when an individual meets the criteria for extended benefits and the activities they are participating in do not meet any of the allowable work activities above. This component is limited as follows:

1. Must be approved by Central Office as part of the approval for extended benefits; and;
2. Can only be used on an extended benefit case.

**► NEEDED IN
HOME**

(Component code: 'NIH')--Needed in the Home is to be used when a TANF participant is needed in the home to care for a disabled child or family member who is living in the home and who is not attending school on a full-time basis. This component is limited as follows:

1. Must be supported by a physician's statement of the need for the participant to remain in the home to care for the disabled family member;

2. Must be approved by a WoRC Monitor; and
3. Must be reviewed at least quarterly by supervisor and monitor.

The participant is required to maintain bi-weekly (or as deemed practical for the specific situation) contact with the WoRC Case Manager.

A TEAMS case note outlining the use of the NIH code must be entered.

**► NEW PARENT
WORK
ACTIVITY**

(Component code: 'NIH')—The NIH component code is also used to indicate a TANF participant who has chosen a “New Parent” Participation “activity” in place of or in conjunction with other employment and training activities. Participation in the “New Parent” Participation “activity” is limited as follows:

1. The participant must be the natural or adoptive parent of the newborn;
3. The participant must reside with the newborn;
4. The component can be used beginning the first month the newborn is included in the TANF cash assistance household (for ongoing cases, this is the month following the month of birth or the month following the report of the birth, whichever is later);
5. Use of the component is limited to two full months following the month of birth for ongoing cases and limited to two full months including the month of birth for applications which include the newborn; and
6. The TANF participant must meet the federal definition of a single parent household in that only one natural or adoptive parent may reside in the household.

EXCEPTION:

Households in which both parents reside in the home but one parent is receiving SSI are considered a single parent household and are eligible for this activity.

A TEAMS case note outlining the use of the NIH code must be entered.

**► NO CHILD
CARE/LONG TERM**

(Component code: 'NCC')--This component is to be used when a TANF participant is unable to locate long term child care, through no fault of their own. This component is limited as follows:

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1. Must be supported by a statement from the local Resource and Referral Agency supporting the lack of appropriate long-term child care;
2. There must be a child under the age of six (including the month they turn six) in the household;
3. Must be approved by a WoRC Monitor; and
4. Must be reviewed at least quarterly by supervisor and monitor.

NOTE: If a household uses child care services from anyone, including family members, for other things such as grocery shopping, attending community events, or for appointments, the no child care (NCC) code is not available for use.

HOURS NOT COMPLETED AFTER APPLICATION DATE

(Component code: 'HNA')--This component enables the WoRC Case Manager to input the 'minimum monthly hours' requirement into the system, when activities cannot be reconstructed for the time period in which the participant was required to participate but did not.

NOTE: The HNA component is only to be used as a last resort and only if actual activities and hours cannot be reconstructed.

1. The HNA component code may only be used by the WoRC Case Manager to enter negotiated hours between the date of application and the date of the initial intake interview with the WoRC Case Manager.



NOTE: The HCS-710 Brochure, TANF Participation Information, is available for applicants to track the hours of employment related activities from application date until the WoRC intake appointment. They may be ordered through the usual forms ordering process.



NOTE: The A034 TANF Participation Information notice, which mimics the HCS-710 Booklet, must be sent off TEAMS when a TANF application is registered. This notice is to be sent even if a determination of eligibility has not been completed.

2. The HNA component can only be used in the initial month and in the month following the initial month, if necessary.
3. The start date of the HNA component must be equal to or greater than the application date.

FAIR HEARING

(Component code: 'FHP')--This component may only be used by the

PENDING

Eligibility Case Manager and **only** if the participant requests a Fair Hearing and continued benefits during a sanction penalty month or an ineligibility month due to imposition of a second or subsequent sanction. Continued benefits cannot be issued when the issue is the lack of a FIA/EP or WoRC engagement. See Section 702-4.



NOTE: In order to use the FHP component code on the FIA/EP, the sanction must be lifted from the participant. If the sanction is subsequently upheld during the fair hearing process, TEAMS will not allow the sanction to be input “retroactively”, however the sanction will count toward the participant. In these situations, the Eligibility Case Manager should enter a case note titled “Sanction #XX Fair Hearing Upheld”.

► PARENTS AS SCHOLARS

(Component Code: ‘PAS’)—Parents as Scholars is used only for participants approved to participate in the Parents as Scholars program. Participation in this program is currently on hold. See Section 701-3(a).

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